

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**ZONING ENFORCEMENT OFFICER
PLANNING AND DEVELOPMENT DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs inspections work in the enforcement of the code of ordinance, land development regulations, and Flood Plain Ordinance for the City's Planning and Development Department. Employee reports to an Urban Planner II, Urban Planner III or Senior Planner.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs technical and investigative work in the enforcement of a variety of land development ordinances for the City, including ordinances regulating flood plain development, signs, junked automobiles, and residential occupancy. Employee is also responsible for reviewing and approving land development permit applications. Independent judgment and initiative must be exercised in determining if zoning and/or land use ordinance requirements are met and in performing various duties as assigned. Considerable tact and firmness are required in dealing with property owners and the general public on land development ordinance matters. Work is performed with considerable independence under limited supervision of an Urban Planner II, Urban Planner III or Senior Planner and is evaluated through conferences and assessment of progress toward program goals and objectives.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Conducts field inspections for land development ordinance violations; enforces various land development ordinances; informs landowners of violations; handles complaints and others concerning land development; prepares and issues land development and sign permits.

Researches addresses; assigns street addresses; recommends new street names and/or changes in street names to City Council; revises zoning maps accordingly.

Answers questions pertaining to land development ordinances by telephone and in person; responds to complaints.

Provides technical assistance to other City departments.

Attends public meetings; prepares and makes public presentations.

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Maintains records and prepares periodic and special reports; prepares a variety of correspondence.

ADDITIONAL JOB FUNCTIONS

Performs related work assignments as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of City land development ordinances and regulations, including those pertaining to flood plain development, junked automobiles, and residential occupancy.

Working knowledge of legal procedures as related to the enforcement of zoning laws and ordinances.

Working knowledge of the principles and practices of urban planning.

Working knowledge of research techniques and reporting methods.

Working knowledge of the current literature, trends, and developments in the field of zoning inspection.

Working knowledge of the geographical layout of the County.

Ability to detect and locate defective workmanship in building construction.

Ability to interpret land development ordinances and regulations, and to apply them equitably in an inspections and enforcement program.

Ability to interpret blueprints, diagrams and specifications.

Ability to deal tactfully and firmly with property owners, architects, engineers, developers, contractors, the general public, etc.

Ability to physically maneuver on ladders, structural members and in cramped quarters to accomplish thorough inspections.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school, supplemented by special training and experience in land development zoning and/or inspection work; and/or any equivalent combination of training and experience required to perform the essential position functions.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources,

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and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 14
Non-Exempt